

PERSON SPECIFICATION

POST TITLE: Project Agent

DIVISION/UNIT: Construction Division

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Extended post-qualification experience working in a contracting environment as an Agent. 2. People management experience, front-line operatives and office-based employees. 3. Thorough knowledge and understanding of Structural and Cyclic Road Maintenance. 	<ol style="list-style-type: none"> 1. Experience of project management. 2. Experience of applying Personnel Policies e.g. dealing with investigations and disciplinary hearings. 	<p>Application Form</p> <p>References</p> <p>Interview</p>
Skills/Abilities	<ol style="list-style-type: none"> 1. Commercial awareness. 2. Applied technical and professional skills. 3. Proven ability to complete works measurements. 4. Proven ability to work in a technical capacity in a roads environment. 5. Proven ability to plan and organise workload effectively and efficiently. 6. Proven ability to set targets and objectives. 7. Proven ability to undertake project analysis. 8. Computer literacy skills, including familiarity with the Microsoft Office package. 9. Proven ability to communicate both verbally and in writing. 	<ol style="list-style-type: none"> 1. Proven ability to manage multiple contracts at once. 	<p>Application Form</p> <p>References</p> <p>Interview</p>
Education & Qualifications	<ol style="list-style-type: none"> 1. HNC/Degree in Civil Engineering, or substantial relevant work experience. 	<ol style="list-style-type: none"> 1. Incorporated or Chartered Engineer. 2. Member of relevant institute. 	<p>Application Form</p> <p>Interview</p>
Personal Qualities	<ol style="list-style-type: none"> 1. Highly motivated. 2. Adaptable. 3. Able to perform well as part of a team. 		<p>Interview</p> <p>References</p>

	4. Able to cope with the demands of the post and attend on a regular basis.		
Additional Job Related Requirements	1. Driving Licence.		Application Form Post Interview Check